

## Washington, D.C. Tour Request Form

Congressional tickets are in high demand and unfortunately, low supply. We apologize in advance if we are unable to accommodate your request. We advise submitting requests at least **6 months** in advance of your planned trip. Please mail this form to Rep. Michael H. Michaud, 437 Cannon House Office Building, Washington, D.C. 20515.

Name \_\_\_\_\_ Dates in D.C. \_\_\_\_\_

Address \_\_\_\_\_ Date departing ME \_\_\_\_\_

\_\_\_\_\_ Number in group \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Phone (Home) \_\_\_\_\_

Email \_\_\_\_\_

### Please check the tours for which you would like our office to request tickets:

#### For Office Use Only

- ☐ Bureau of Engraving and Printing  
M-F at 8:15 and 8:45  
Limit 10 per tour

Fax up to 6 months in advance  
Date Faxed: \_\_\_\_\_ 202-874-0968  
Confirmed: Y\_\_\_\_ N\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

- ☐ The Department of State  
M-F at 9:30, 10:30, and 2:45  
Children under 12 not allowed  
Limit 25 per tour

Fax up to 3 months in advance  
Date Faxed: \_\_\_\_\_ 202-736-4232  
Confirmed: Y\_\_\_\_ N\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

- ☐ The Supreme Court  
M-F at 2:00  
Limit 4 per tour  
Min. 25 for school groups

Call up to 4 months in advance (3:00-5:00),  
limit 4 people per day, 2 requests per call.  
Date Called: \_\_\_\_\_ 202-479-3499  
Confirmed: Y\_\_\_\_ N\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

- ☐ The U.S. Capitol  
M-F at 10:00 or 2:00  
Limit 15 (staff-led)  
Limit 55 professional

Call up to one week in advance for students, or  
schedule for staff.  
Date Faxed: \_\_\_\_\_ 202-224-8406  
Confirmed: Y\_\_\_\_ N\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

- ☐ The White House  
Tue-Sat at 7:45-10:30  
**School and Military groups  
Only**  
Minimum of 10 students

Fax up to 1 year in advance  
Date Faxed: \_\_\_\_\_ 202-546-2370  
Confirmed: Y\_\_\_\_ N\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

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*Our Washington office will contact you via mail within 3 weeks of receipt of this form.  
Be advised that it takes approximately 2 weeks for mail to reach the Capitol.  
Tour confirmation will be mailed two weeks before your planned departure.  
In order to assist you better, please notify our office if you change your travel plans.*